**Bakersfield College**

**Program Review – Annual Update**

I. Program Information:

Program Name: Office of Dean of Instruction—Communication, English, English for Multilingual Students (EMLS), Philosophy, and the Library

 Kate Pluta, January 2016 --

Program Type: [ ]  Instructional [ ]  Student Affairs x Administrative Service

***Bakersfield College Mission****:* Bakersfield College provides opportunities for students from diverse economic, cultural, and educational backgrounds to attain Associate and Baccalaureate degrees and certificates, workplace skills, and preparation for transfer. Our rigorous and supportive learning environment fosters students’ abilities to think critically, communicate effectively, and demonstrate competencies and skills in order to engage productively in their communities and the world.

Describe how the program supports the Bakersfield College Mission:

**The Office of Dean of Instruction provides leadership and support for the academic areas of Communication, English, EMLS, Philosophy, and the Library as they provide outstanding instruction and service to students from diverse economic, cultural, and educational backgrounds. The programs focus on basic skills, certificates and degrees, workplace skills, and preparation for transfer. The Library supports students in all instructional areas.**

Program Mission Statement:

**In order to advance the Strategic Directions of student learning and achievement, oversight and accountability, and leadership and engagement as well as support the instructional programs and services it works with, the Office of Dean of Instruction (Dean, Executive Secretary, and Department Assistant III) focuses its efforts on programmatic planning, enrollment management strategies, the faculty and staff evaluation process, budget development, and communication strategies. It also coordinates the scheduling, curriculum, assessment, and program review processes. The office is responsible for co-chairing the Accreditation & Institutional Quality (AIQ) and Assessment committees.**

**II. Progress on Program Goals:**

1. List the program’s current goals. For each goal (minimum of 2 goals), discuss progress and changes. If the program is addressing more than two (2) goals, please duplicate this section.

**A program review was not completed last year, so there are no current goals. Please see new goals.**

1. List new or revised goals (if applicable)

|  |  |  |
| --- | --- | --- |
| **New Program Goal** | **Which institutional goals will be advanced upon completion of this goal? (select all that apply)** | **Anticipated Results** |
| **Monitor effectiveness of pilot project providing integrated academic support services for English B53** | [x]  1: Student Learning [x]  2: Student Progression and Completion [ ]  3: Facilities [ ]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | **Analysis of comparative success and retention rates based on student use of variety of academic support services. Potential model for providing academic support services for the campus.** |
| **Improve support for instructional programs by planning, implementing, and evaluating processes for faculty and staff evaluation, enrollment management, curriculum development, and budgeting.** | [x]  1: Student Learning [ ]  2: Student Progression and Completion [ ]  3: Facilities [x]  4: Oversight and Accountability [x]  5: Leadership and Engagement  | **More support evidenced by effective operational processes.** |

III. Trend Data Analysis:

Highlight *any significant changes* in the following metrics and discuss what such changes mean to your program.

1. Changes in student demographics (gender, age and ethnicity). **N/A**
2. Changes in enrollment (headcount, sections, course enrollment and productivity). **N/A**
3. Success and retention for face-to-face, as well as online/distance courses. **N/A**
4. Other program-specific data that reflects significant changes *(please specify or attach).* All Student Affairs and Administrative Services should respond.

**The most significant change has been the increase in new tenure-track and temporary full-time faculty positions.**

|  |  |  |
| --- | --- | --- |
|  | **New Full-Time Faculty** | **Temporary Full-Time Faculty for Fall 2016** |
| **Communication** | **2** | **1** |
| **English** | **2** | **5** |

**The office is managing 19 Mode A faculty evaluations for fall semester.**

IV. Program Assessment (focus on most recent year):

Use attached Assessment Report Form AU Tab

1. Describe *any significant changes* in your program’s strengths since last year.

**No comparative data.**

1. Describe *any significant changes* in your program’s weaknesses since last year.

**No comparative data.**

1. If applicable, describe any unplanned events that affected your program.

**The office did not have a dean for fall 2015. Operations were shared by two other deans of instruction. The position was filled January 2016.**

**V. Assess Your Program’s Resource Needs:** To request resources (staff, faculty, technology, equipment, budget, and facilities), please fill out the appropriate form. <https://committees.kccd.edu/bc/committee/programreview>

1. Human Resources and Professional Development:
2. If you are requesting any additional positions, explain briefly how the additional positions will contribute to increased student success. Include upcoming retirements or open positions that need to be filled.
* **Faculty position requests are identified in the areas’ program reviews.**
* **No new classified position requests are moving forward at this time.**
1. Professional Development:
2. Describe briefly the effectiveness of the professional development your program has been engaged in (either providing or attending) during the last year, focusing on how it contributed to student success.
* **The dean participated in the Guided Pathways Summit planning.**
* **The Executive Secretary regularly attends relevant flex workshops and other trainings.**
* **The Department Assistant III attended the scheduling workshop and CSEA conferences in role as CSEA President.**
1. What professional development opportunities and contributions can your program make to the college in the future?

**The office will organize accreditation and assessment workshops.**

1. Facilities:
2. How have facilities’ maintenance, repair or updating affected your program in the past year as it relates to student success?

**Most instructional areas are housed in aging buildings that require extensive upkeep and maintenance (Humanities, Fine Arts, Language Arts). Bathrooms in these buildings are particularly out of date and hard to maintain. The Library, while new compared to the other facilities, requires upkeep and maintenance. The dean’s office ceiling shows water damage exacerbated by power washing prior to the roof repair.**

1. How will your Facilities Request for next year contribute to student success?

**Our facilities play a role in establishing the learning environment. Excellent instruction can be undermined or affected by crumbling plaster and inefficient heating and cooling.**

C. Technology and Equipment:

1. Understanding that some programs teach in multiple classrooms, how has new, repurposed or existing technology or equipment affected your program in the past year as it relates to student success?

**N/A**

1. How will your new or repurposed classroom, office technology and/or equipment request contribute to student success?

**The Adobe Acrobat Suite will allow the office to convert PDF documents to Word for use in accreditation and other activities.**

1. Discuss the effectiveness of technology used in your area to meet college strategic goals.

**We would not be able to complete required activities.**

D. Budget: Explain how your budget justifications will contribute to increased student success for your program.

 **Requests for additional faculty in Delano will increase costs for the Delano campus (faculty, offices, technology, and other support services).**

**VI. Conclusions and Findings:**

Present any conclusions and findings about the program. This is an opportunity to provide a brief abstract/synopsis of your program’s current circumstances and needs.

The dean of instruction position was vacant in fall of 2015 with the supervision of the academic areas temporarily divided between two deans of instruction. The position was filled in January 2016. There is no program review from 2015-16 to review or update. The January to June 2016 accomplishments and 2016-17 work plan are included.

**Accomplishments, January to June 2016, prepared by Kate Pluta, Dean of Instruction**

**Oversight and Accountability**

* Managed evaluation process for
	+ 4 Department Chairs
	+ 11 Mode B faculty
* Co-chaired Assessment Committee
* Worked in collaboration with Assessment Committee, deans, and faculty chairs to ensure that all instructional programs had mapping and assessment plan and strategy in order to be compliant with ACCJC report timeline (March 31)
* Co-chaired AIQ Committee

**Leadership and Engagement**

* Reinstituted regular meetings of department chairs
* Worked with 5 department chairs + 2 new ones (2016-17)
* Participated in two faculty selection committees—4 faculty hired
* Helped develop and conduct Assessment Committee summer retreat
* Served on College Futures committee (dual enrollment)
* Spoke on behalf of BC at League of Women Voters meeting

**Work Plan for 2016-2017, prepared by Kate Pluta, Dean of Instruction**

**Student Learning**

* 1. Evaluate success and retention rates of pre-collegiate courses

1.1 (also 2.18) Evaluate success and retention rates of accelerated and compressed curriculum

* 1. Develop plan with Assessment Committee to assess and map SLOs, PLOs, AUOs, and ILOs

1.9 Use eLumen to disaggregate and analyze learning outcomes for subpopulations of

 students to identify performance gaps and implement strategies to mitigate those gaps

1.18 Increase participation in academic support services, including Supplemental Instruction

 Work to integrate Academic Support Services in English B53

**Student Progression and Completion**

2.10 Enhance academic support services for online services [include support for faculty]

2.15 (also 5.16) Promote academic, career and Career Technical Education (CTE) pathways

**Facilities**

3.5 Help with eLumen implementation

Help with Canvas implementation

**Oversight and Accountability**

Improve ability to manage budget process

Develop smoother process for faculty evaluations

Develop comprehensive calendar for office

Prepare effective area meeting

**Leadership and Engagement**

Help develop strong Assessment Committee

Continue AIQ and Strategic Directions work

Plan next accreditation process for 2018 Self Evaluation